



City of Bowie

Regular City Council Meeting

Tuesday, January 2, 2024
Council Chambers - 8 p.m.

AGENDA

- I. CALL MEETING TO ORDER**
- II. PLEDGE OF ALLEGIANCE**
- III. QUORUM**
- IV. AGENDA ADDITIONS/DELETIONS/AMENDMENTS**
- V. CITIZEN PARTICIPATION**
- VI. PRESENTATIONS**
 - A. Swearing in of Dwayne Preston as Bowie's Chief of Police
- VII. CITY BOARDS AND COMMITTEES**
- VIII. COUNCIL ANNOUNCEMENTS**
- IX. CITY MANAGER'S REPORT**
- X. CONSENT AGENDA**
 - A. Approval of November 27, 2023 Council Meeting Minutes
 - B. Adoption of Resolution R-1-24 Awarding a Contract to Com-Bro Contracting for Phase 1 of Sludge Pumping Station Upgrades (RAS/WAS) at the Wastewater Treatment Plant in the Amount of \$403,900
 - C. Adoption of Resolution R-2-24 Accepting Bid Proposals for On-Call HVAC Services
 - D. Adoption of Resolution R-3-24 Accepting the Proposal from G.E. Fielder & Associates, Chartered for the Bowie Railroad Museum Permitting and Construction Administration in the Amount of \$57,425
- XI. OLD BUSINESS**
- XII. NEW BUSINESS**
 - A. Council Budget Guidance FY2025 - The Finance Department will provide trend information and major themes to City Council for the upcoming FY 2025 Budget process.
 - B. Discussion of the size of the Public Safety Committee - considering growing the committee size to include a more diverse set of relevant professional experience to the committee's membership.
- XIII. ADJOURNMENT AND MOVE TO CLOSE SESSION**

To adjourn to closed session under the statutory authority of the Md. Annotated Code, General Provisions Article §3-305(b)(3) "To consider the acquisition of real property for a public purpose and matters directly related thereto"

Note: The Ethics Commission has advised that under certain circumstances, members of the public may qualify as lobbyists when they testify before the City Council. If so, the Bowie Ethics Ordinance requires that certain information be filed with the Ethics Commission. Please review the information about lobbying that is provided with the City Clerk. If you have any questions about lobbying, please contact the Ethics Commission or the Assistant City Manager.

This meeting will be televised live on Verizon Channel 10 and Comcast Channel 71 and 996, repeated on 1/3/24 and 1/6/24 at 7:00 p.m., and [web-streamed live](#).

For a closed-captioned version of the meeting video, please go to <https://www.youtube.com/user/cityofbowiemd/playlists> and select the 2024 Council Meetings list. Once the meeting video opens, be sure to click on “CC” button to turn on closed captioning.

NEXT REGULAR MEETING OF THE BOWIE CITY COUNCIL - TUESDAY, JANUARY 16, 2024 - COUNCIL CHAMBERS - 8:00 P.M.



Memorandum

TO: City Council

FROM: Alfred Lott, City Manager

SUBJECT: Swearing in of Dwayne Preston as Bowie's Chief of Police

DATE: 12/28/2023

The City of Bowie has selected a new Chief of Police to replace John Nesky, who retired in September after 12 years in the position. Dwayne Preston has served as Acting Chief of Police for the City since Nesky's departure. Chief Preston is a 33-year veteran of law enforcement, serving as Deputy Chief before assuming the position of Acting Chief. In this position, he oversaw the department's daily operations and internal investigations, served as the primary author of the department's strategic plan, and implemented the department's body-worn camera program. He also served on Prince George's County's Police Reform Taskforce convened by County Executive Angela Alsobrooks, a role that provided him an opportunity to offer recommendations that would improve the County's Police Department and the policing profession overall. Before joining the City's Police Department, Preston served as the Deputy Chief of the Bureau of Administration for the Prince George's County Police Department. He is a proud graduate of DeMatha Catholic High School. He earned an Accounting degree from Bowie State University and holds a Master of Business Administration from the University of Maryland, University College.

After an exhaustive, nationwide search, it was concluded that Dwayne Preston is the best person to head up the Bowie Police Department. He understands Bowie, he has built strong bridges between City and County Police Departments, and he will continue the fine tradition of service with integrity and community policing that the Bowie Police Department has been known for.

ATTACHMENTS: None

REGULAR CITY COUNCIL MEETING MINUTES

MONDAY, NOVEMBER 27, 2023

CALL MEETING TO ORDER:

The Regular Meeting of the Bowie City Council was held on Monday, November 27, 2023, in Council Chambers at City Hall. Mayor Pro Tem Woolfley called the meeting to order at 8:03 p.m.

PLEDGE OF ALLEGIANCE TO THE FLAG:

Mayor Pro Tem Woolfley led the Pledge of Allegiance to the Flag.

QUORUM:

In attendance were Mayor Adams (virtual); Mayor Pro Tem Woolfley; Councilmembers Estève, Rogers, Brady, Truesdale, and Ndebumadu; City Manager Lott; Assistant City Manager Mears; City Attorney Ruff; Assistant City Clerk Hartig; and Staff.

CITIZEN PARTICIPATION:

1. Rhonda Billington, Durham Dr – Congratulated newly elected Councilmembers and encouraged Council to pursue responsible development in District 4 that addresses traffic and infrastructure issues.
2. Les Kaunitz, Rambling Ln – Encouraged Council to “bury the hatchet” now that the Election is over.

COUNCIL ANNOUNCEMENTS:

Councilmember Truesdale thanked City staff for their work in putting together the City Council Swearing-in Ceremony.

Mayor Adams thanked City staff for putting together the City Council Swearing-in Ceremony. He commented that he looks forward to working together with the Bowie citizens and newly elected Council members.

Mayor Pro Tem Woolfley informed Council and viewers about Senator Ron Watson and County Councilwoman Ingrid S. Watson’s crime forum taking place at Bowie State University on November 28, 2023. He encouraged the public to attend.

CITY MANAGER’S REPORT:

City Manager Lott commented on Public Works’ progress on leaf collection within the City.

CONSENT AGENDA:

Councilmember Esteve motioned to approve Consent Agenda items: A) Approval of November 20, 2023 Swearing-in Ceremony Minutes; (B) Adoption of Resolution R-63-23 Accepting a Bid Proposal for Bowie Golf Course Tree Removal; (C) Adoption of Resolution R-66-23 By Two-Thirds Vote Waiving of Bidding Requirements of Section 61 of the City Charter to Authorize the Purchase of Security Camera Equipment; (D) Adoption of Resolution R-67-23 Awarding a Contract to IMACS, Inc. for the Assembly, Installation, Construction Services and Integration of City-Purchased Equipment for Phase III of the SCADA Control System for the Wastewater Treatment Plant in the Amount of \$342,409.70; (E) Adoption of Resolution R-68-23 Awarding a Contract to Vanguard Utility Service, Inc. for the Removal of Nine (9) Touch-Read Water Meters and the Installation of Nine (9) Large City Supplied AMR (Automated Meter Reading) Meters at Various Locations in the City; (F) Adoption of Resolution R-69-23 Waiving the Bidding Requirements of Section 61 "Purchasing and Contracting" of the City Charter, for Good Cause Shown, to Allow the City to Enter into a Contract with Emergency Services Consulting International, Inc. (ESCI) to for Police Department Testing Services; (G) Approval of Letter to County Executive Alsobrooks re: Mitchellville Road Project. Councilmember Brady seconded the motion. Motion passed 7-0.

OLD BUSINESS:

A. City's Traffic Calming Policy Discussion – Assistant City Manager Mears recapped the previous discussion on October 2, 2023, about traffic calming measures and then entertained questions from Council. Assistant City Manager Mears highlighted that the major concerns are making sure that the measures are good from an engineering standpoint, not knowing what the unintended consequences will be, and what the financial costs will be.

Mayor Pro Tem Woolfley thanked Assistant City Manager Mears for speaking.

Mayor Adams questioned when we will begin to see the effects of the additional speed cameras recently installed, and if that data will be used when determining what other measures are needed. Assistant City Manager Mears said that it will be months before we have data on effectiveness.

Councilmember Rogers questioned what the net effect of these measures will be and asked for a clarification of costs. Assistant City Manager Mears responded that there may be safety issues that arise as an unintended consequence.

Councilmember Brady requested Council write a letter to County Executive Alsobrooks regarding the issue. He would like Race Track Road to be looked at closer. He questioned whether state highway should be brought in regarding the congestion on Rt. 301. Councilmember Brady asked if stop signs are an effective measure. Assistant City Manager Mears responded that placing stop signs in places where people don't expect increased accidents in those areas. Councilmember Brady requested a copy of the study that was done on traffic calming measures, and highlighted that community buy-in is important. Councilmember Brady mentioned that he would like more live speed signs and that residents should not be aware of the locations of the speed cameras.

Councilmember Estève agreed with Councilmember Brady. Councilmember Estève would like to see more four (4) way stops and encouraged staff to come back with more traffic calming options. Would like to keep the conversation going.

Councilmember Ndebumadu inquired about the status of Peach Walker Drive and Mount Oak Road. Staff said they will follow up on this. Councilmember Ndebumadu asked what the short-term approach is. Assistant City Manager Mears said that the FY2025 budget will plan to include more

funding for this issue, and that education and awareness can be done in the meantime, and that a long-term policy change is needed. Councilmember Ndebumadu asked what the cost of striping is. Assistant City Manager Mears responded that it varies. Councilmember Ndebumadu requested an update on areas that have already been mitigated and which ones still need to be addressed. Councilmember Ndebumadu questioned the goal of education and awareness, and Assistant City Manager Mears responded that it tends to have a low effect. Councilmember Ndebumadu asked to update our request for project planning study from state highway.

City Manager Lott stated that the purpose of this conversation was to just discuss current traffic calming measures within the City, and to further provide recommendations, we need money and a professional to look at the policy. City Manager Lott commented that we can do striping and speed cameras with the current budget, and that a more extensive course of action can be included in the next budget. City Manager Lott stated that the discussion has been done and now staff needs an assignment from Council.

Mayor Pro Tem Woolfley commented that the list of roads that need to be addressed is not comprehensive. Assistant City Manager Mears responded that only 3 out of 7 councilmembers submitted roads. Mayor Pro Tem asked to add Tulip Grove Drive & Trinity Drive, Kendale Lane, Kembridge Drive, Kinderbrook Lane, Brunswick Lane & Beavertown Lane, and Felter Lane to the list. Mayor Pro Tem Woolfley asked to add 197 to the letter to the state and add High Bridge Road by High Bridge shopping center to the county letter. Mayor Pro Tem commented that at Stonybrook Drive & Superior Lane we know there is a problem, but the studies show not to do anything, and he stated that we need greater access to initiating traffic calming measures.

Council met consensus to send letters to Prince George's County and the State of Maryland.

Councilmember Ndebumadu asked what the cost of a professional study is, whether there are left over cameras, and if there are federal grants available. Assistant City Manager Mears responded that a study can cost between \$10,000-\$100,000+ and cameras typically cost \$3,000. Assistant City Manager Mears said that to qualify for federal grants, there need to be fatalities and serious injuries, and in Bowie, there is more of a perception of speeding. Councilmember Ndebumadu commented that Bowie should pursue grants for proactive measures.

Councilmember Rogers commented that the City has to look at what it is doing now, how the policy needs to be changed, and what the funding needs to be.

Councilmember Truesdale thanked staff for their presentation. He commented that District 3 seems to want a greater police presence. Assistant City Manager Mears responded, again, that there is more of a perception of speed than there is actual speeding, and that having officers present does not solve all issues.

Councilmember Estève would like to add Whitehall Drive, Chapel Forge Drive, Overbrook Lane, and Yorktown Drive to the list of roads to be looked at. He stated that cost effective measures should be taken to address the speeding issue.

City Manager Lott commented that the traffic calming policy is Council's, not staff's. He added that the City Engineer can lower the standards to implement traffic calming measures, and then Council can give their approval of those changes.

Councilmember Estève requested a short report from staff with their initial recommendations for the December 4, 2023, meeting. He would like more expertise before moving forward.

Mayor Adams suggested marking up the policy in increments.

Councilmember Brady commented that perception is reality. He requested a copy of Council's policy on traffic calming. Assistant City Manager Mears responded that the policy is on the website, but staff will send it still.

Mayor Pro Tem Woolfley thanked staff for their work in getting more cameras added, and he urges the City to continue to use them. Mayor Pro Tem Woolfley would like staff to recommend policy changes and determine what budget changes are needed.

Council met consensus to instruct staff to provide their recommendations. Assistant City Manager Mears said that a timeline will be put together.

B. Online Pilot Job Training Program – Grants Writer Kay Starr presented findings of the survey sent to Coursera users. Starr recommends that the City does not pursue offering Coursera again. The grants office takes the position that Prince George's County's program – Employ Prince George's – offers the same and more, and the City should pursue and promote that instead.

Councilmember Ndebumadu requests that this report be sent to County Councilmember Ingrid S. Watson.

Council suggested that an "Employ Prince George's" section be added to the Bowie Spotlight, and that resources for veterans should be included.

Councilmember Rogers concurred with the Grants Office's recommendation.

Mayor Pro Tem Woolfley thanked staff for their efforts.

Before moving onto New Business, Mayor Adams shared that Greenbelt Councilmember Rick Gordon passed away, and Mayor Adams extended support and condolences from the City of Bowie.

NEW BUSINESS:

A. Bowie Boys and Girls Club Baseball Field Allocation Discussion – Brandon Bowers, an 11u baseball coach for the Bowie Boys and Girls Club (BBGC), advocated for a softball field at Jerico Park to be converted to a field that has the proper measurements for 11u and 12u baseball teams. Mr. Bowers shared that currently, there is no field within the Bowie City limits that is the size they need. Also, Mr. Bowers says that the smell of marijuana in the park is a concern. Mr. Bowers urged Council to invest in the future.

Councilmember Estève thanked Mr. Bowers for his presentation.

Acting Director of Community Services Nick Spurgeon shared that there is only one 70 foot diamond in the community and it is owned by MNPPC, and that past Councils have sent letters to MNPPC before to have fields at Foxhill converted to the dimensions Mr. Bowers is asking for and have had no luck. Mr. Spurgeon shared that the pitching mound renovation would be \$8,000 - \$10,000 and irrigation, \$5,000 - \$10,000; looking at a \$15,000 budget. Mr. Spurgeon stated that field allocation would be an issue.

Councilmember Estève asked for a budget request for this item. He encouraged Mr. Bowers and Mr. Spurgeon to exchange information. Councilmember Estève asked for the new council members to be briefed on the current cannabis laws in the City and what our enforcement is.

City Manager Lott commented that staff will press the enforcement issue with Park Rangers and the Police Department, as no smoking is allowed in the park.

Councilmember Estève commented that rangers need to know their enforcement power and that maybe tag readers could be used to ban people from the parks that have been caught smoking there before. City Manager Lott said that rangers are to call the police if there is an issue with a marijuana smoker.

Mayor Adams requests more signage about smoking be placed in the parks. Mayor Adams also emphasized that the City does not want to create an issue with field allocation and cause a domino effect. Mayor Adams thanked Mr. Bowers for speaking and said the City will work with Park and Planning to address these concerns.

Councilmember Rogers suggested contacting the Bowie Baysox to see if they have resources to help with the field size issue. Mr. Spurgeon shared that the marketing manager for the Baysox – Adam Poole – would be a good contact, and that the MLB has programs for funding. Mr. Spurgeon shared that he will take the initiative to find other ways to help Mr. Bowers.

Councilmember Ndebumadu asked for letters to be written to the Bowie Baysox and Monumental Sports for help.

Councilmember Brady inquired about the timeframe Mr. Bowers is hoping for; Bowers responded Spring 2024 would be the goal. Councilmember Brady stated that we should not disrupt the budget process for this issue.

Mayor Pro Tem Woolfley summarized that in the short term, staff will work with Mr. Bowers for field scheduling and will explore how the existing infrastructure can be used. Long term, there is an opportunity in the upcoming budget cycle to address this issue. The City will look into alternative funding, while considering how other members of the community would be affected by this.

Mayor Pro Tem Woolfley thanked Mr. Bowers for being there and for his dedication to the community. Mayor Pro Tem Woolfley also thanked Councilmember Estève for bringing Mr. Bowers before the Council.

ADJOURNMENT:

Councilmember Estève motioned to adjourn. Councilmember Rogers second the motion. Motion passed 7-0. The meeting adjourned at 10:10 p.m.

Respectfully submitted,

Awilda Hernandez, MMC
City Clerk



Memorandum

TO: City Council

FROM: Alfred Lott, City Manager

SUBJECT: Sludge Pumping Station Upgrades (RAS/WAS) – Phase 1
Resolution R-1-24

DATE: 12/28/2023

A legal notice advertising an Invitation for Bids for phase 1 of sludge pumping station upgrades (RAS/WAS) at the wastewater treatment plant, was placed on eMaryland Marketplace Advantage and Bid Locker. At the close of bidding at 11:00 a.m., Tuesday, November 28, 2023, the City received four (4) bid proposals. Below is a tabulation of the proposals received:

Com-Bro Contracting Elkridge, Maryland	\$ 403,900
Johnston Construction Company Dover, Pennsylvania	\$ 406,553
EMH Environmental, Inc. Glenwood, Maryland	\$ 539,500
Bright Construction Group Fairfax, Virginia	\$1,362,000

After careful review of the proposals submitted, it was determined that Com-Bro Contracting had submitted a responsive and responsible bid proposal for a cost of \$403,900.

The Public Works Department recommends that the bid proposal from Com-Bro, of Elkridge, Maryland, in the amount of \$403,900 be accepted for phase 1 of sludge pumping station upgrades (RAS/WAS) at the wastewater treatment plant.

I concur with the above recommendation to award to Com-Bro Contracting for phase 1 of sludge pumping station upgrades (RAS/WAS) at the wastewater treatment plant and request your approval of R-1-24.

ATTACHMENTS: 1. 20240102 - Resolution R-1-24

RESOLUTION
OF THE COUNCIL OF THE CITY OF BOWIE, MARYLAND
AWARDING A CONTRACT TO COM-BRO CONTRACTING FOR PHASE 1 OF
SLUDGE PUMPING STATION UPGRADES (RAS/WAS) AT THE WASTEWATER
TREATMENT PLANT IN THE AMOUNT OF \$403,900

WHEREAS, a legal notice advertising an Invitation for Bids for phase 1 of sludge pumping station upgrades (RAS/WAS) at the wastewater treatment plant located at the Public Works Department was placed on eMaryland Marketplace Advantage and Bid Locker; and

WHEREAS, at the close of bidding at 11:00 a.m., Tuesday, November 28, 2023, the City received four (4) bid proposals; and

WHEREAS, after careful review of the bid proposals submitted, it was determined that Com-Bro Contracting had submitted a responsible and responsive bid proposal in the amount of \$403,900 for phase 1 of sludge pumping station upgrades (RAS/WAS) at the wastewater treatment plant located at the Public Works Department.

NOW, THEREFORE BE IT RESOLVED, by the Council of the City of Bowie, Maryland, that the Council, hereby awards a contract to Com-Bro Contracting in the amount of \$403,900 for phase 1 of sludge pumping station upgrades (RAS/WAS) at the wastewater treatment plant located at the Public Works Department and hereby directs the City Manager to sign a contract with Com-Bro Contracting

INTRODUCED AND PASSED by the Council of the City of Bowie, Maryland, at a Regular Meeting on January 2, 2024.

ATTEST:

CITY OF BOWIE, MARYLAND

Awilda Hernandez, City Clerk

Timothy J. Adams, Mayor



Memorandum

TO: City Council

FROM: Nick Spurgeon, Director of Community Services

SUBJECT: On-Call HVAC Services
R-2-24

DATE: 12/28/2023

A public notice advertising an Invitation for Bids (IFB) for On-Call HVAC Services was placed on eMaryland Marketplace on October 31, 2023. Bids were received from the following firms on Wednesday, November 22, 2023:

AC's Mechanical Services, Inc.
BMC Services, LLC
DE Asset Operations
Denver-Elek
Flo-Tron Contracting, Inc
Fresh Air Concepts, LLC
Kelly HVAC, Inc.
Patapsco Mechanical, LLC
WL Gary

Rockville, MD
Baltimore, MD
Gambrills, MD
Baltimore, MD
Hunt Valley, MD
Linthicum, MD
Upper Marlboro, MD
Hanover, MD
Lanham, MD

On-call HVAC services (service calls) are being contracted on an as-needed basis, based on contracted hourly rates. For jobs less than \$5,000 it is anticipated that award of each project will be rotated between the three contracted tree companies, for projects larger than \$5,000 but less than \$25,000 the City will request formal bids from the contracted tree companies and award will be granted to the most competitive proposal. Projects over \$25,000 are required to go out for public bid. The contracted HVAC companies are not precluded from bidding on projects above \$25,000. However, the contractor will be required to follow the guidelines and requirements of the public bid. The submitted bids were evaluated as required by City Charter and the Procurement Policy. Criteria for selection included the firm's experience, professional certifications, references, response time and hourly rates. The Community Services Department recommends making multiple awards.

After careful review of the proposals, it was determined that BMC Services LLC, Fresh Air Concepts LLC, and Patapsco Mechanical LLC had submitted the most responsive and responsible bids.

I concur with the above recommendation and request your approval of R-2-24.

ATTACHMENTS: 1. 20240102 - Resolution R-2-24

RESOLUTION
OF THE COUNCIL OF THE CITY OF BOWIE, MARYLAND
ACCEPTING BID PROPOSALS FOR ON-CALL HVAC SERVICES

WHEREAS, pursuant to Section 61 of the City Charter, an Invitation For Bids was issued on eMaryland Marketplace for On-Call HVAC Services; and

WHEREAS, on the November 22, 2023 due date, the City received nine (9) bids; and

WHEREAS, after careful evaluation and review of all the bids submitted, it was determined that BMC Services LLC, Fresh Air Concepts LLC, and Patapsco Mechanical LLC had submitted the most responsive and responsible bids.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Bowie, Maryland, that the Council hereby accepts the proposals of BMC Services LLC, Fresh Air Concepts LLC, and Patapsco Mechanical LLC and authorizes the City Manager to enter into a contract with BMC Services LLC, Fresh Air Concepts LLC, and Patapsco Mechanical LLC.

INTRODUCED AND PASSED by the Council of the City of Bowie, Maryland at a meeting on January 2, 2024.

ATTEST:

THE CITY OF BOWIE, MARYLAND

Awilda Hernandez, City Clerk

Timothy J. Adams, Mayor



Memorandum

TO: City Council

FROM: Alfred Lott, City Manager

SUBJECT: Professional Services for the Bowie Railroad Museum Permitting and Construction Administration
R-3-24

DATE: 12/28/2023

On June 17, 2014, the City entered into a Professional Services Agreement with G.E. Fielder & Associates, Chartered (GEF) of Laurel, MD for the design and engineering drawings for a new playground and park located at 10th Street and for public improvement enhancements to the City's Railroad Museum Property. The park has since been constructed, but the public improvement enhancements to the City's Railroad Museum Property were put on hold at that time.

The FY24 CIP for the Railroad Museum includes funding to move forward with GEF's design implementation.

On November 22, 2023, the Public Works Department advertised a Notice of Intent to Negotiate with GEF for the Bowie Railroad Museum Permitting and Construction Administration. A Proposal was accepted from GEF and selected based on cost, capacity to perform in a timely manner and understanding of the project, as the Engineer of record.

In accordance with City Charter Section 61(b)(4), a fee of \$57,425 for the required services was negotiated. This is within the amount budgeted in the FY24 CIP for the Railroad Museum.

The Public Works Department recommends that Council accept the Proposal and authorize the City Manager to enter into a Contract with GEF in the amount of \$57,425 for Bowie Railroad Museum Permitting and Construction Administration.

I concur with the recommendation of the Public Works Department and request your approval of R-3-24.

ATTACHMENTS: 1. 20240102 - Resolution R-3-24

RESOLUTION
OF THE COUNCIL OF THE CITY OF BOWIE, MARYLAND
ACCEPTING THE PROPOSAL FROM G.E. FIELDER & ASSOCIATES,
CHARTERED FOR THE BOWIE RAILROAD MUSEUM PERMITTING AND
CONSTRUCTION ADMINISTRATION IN THE AMOUNT OF \$57,425

WHEREAS, on June 17, 2014, the City entered into a Professional Services Agreement with G.E. Fielder & Associates, Chartered (GEF) of Laurel, MD for the design and engineering drawings for a new playground and park located at 10th Street and for public improvement enhancements to the City's Railroad Museum Property. The park has since been constructed, but the public improvement enhancements to the City's Railroad Museum Property were put on hold at that time; and

WHEREAS, the FY24 CIP for the Railroad Museum includes funding to move forward with GEF's design implementation; and

WHEREAS, on November 22, 2023, the Public Works Department advertised a Notice of Intent to Negotiate with GEF for the Bowie Railroad Museum Permitting and Construction Administration. A Proposal was accepted from GEF and selected based on cost, capacity to perform in a timely manner and understanding of the project, as the Engineer of record: and

WHEREAS, in accordance with City Charter Section 61(b)(4), a fee of \$57,425 for the required services was negotiated. This is within the amount budgeted in the FY24 CIP for the Railroad Museum.

NOW, THEREFORE BE IT RESOLVED, by the Council of the City of Bowie, Maryland that the Council authorizes the City Manager to enter into a Contract with GEF in the amount of \$57,425 for Bowie Railroad Museum Permitting and Construction Administration.

INTRODUCED AND PASSED by the Council of the City of Bowie, Maryland at a Meeting on January 2, 2024.

ATTEST:

Awilda Hernandez, City Clerk

Timothy J. Adams, Mayor



Memorandum

TO: City Council

FROM: Alfred Lott, City Manager

SUBJECT: Budget Guidance for FY 2025

DATE: 12/28/2023

The Finance Department will provide trend information and major themes to City Council for the upcoming FY 2025 Budget process.

ATTACHMENTS: 1. 20240102 - Council Budget Guidance FY2025

Council Budget Guidance FY 2025

CITY OF BOWIE

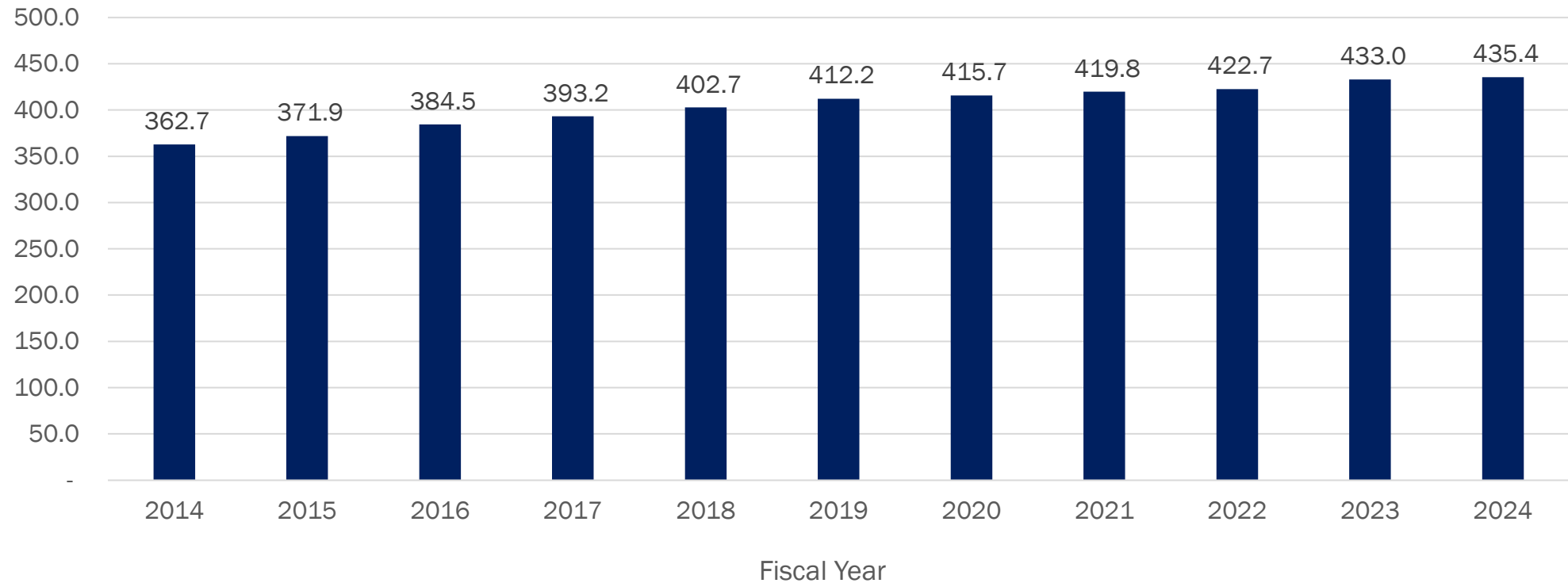
January 2, 2024

City's Success

- Exceeding fund balance policy of 25 percent of expenditures
- In FY2023 the General Balance increased by \$2,580,618
- Triple A Rating
- Constant Tax Rate over the last 15 years
- Robust core services
- Development of South Lake and Melford

Total Personnel

Authorized Full Time Equivalent (FTEs) - Budget Basis
Last Ten Years

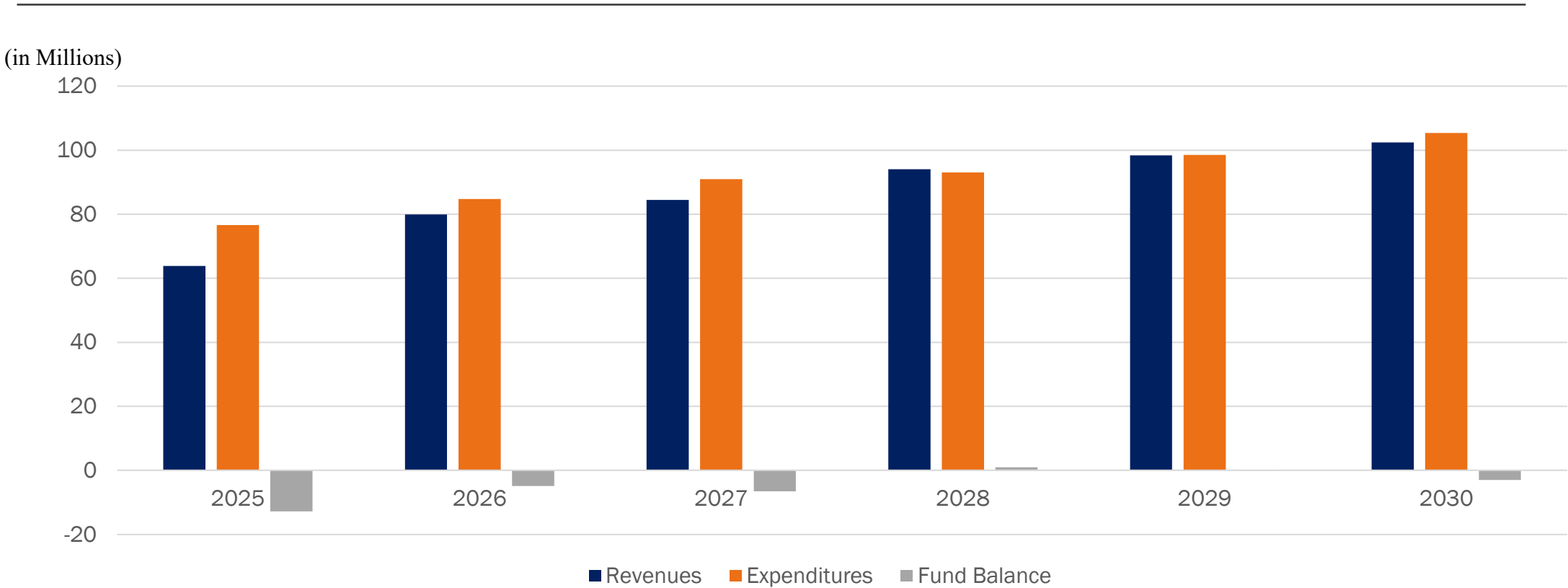


Total Personnel Services Cost

Last Ten Years



Current Trend General Fund Revenue, Expenditures and Fund Balance – With Proposed Tax Increases FY2025 – FY2030



*No tax increase for 15 years

Source: FY2024 Adopted Budget

Council / Management Responsibility

Balance Budget - The budget must be balanced, meaning the total of the anticipated revenues, including fund balance carried over from previous years, must equal or exceed the total of the proposed expenditures.



Meeting Purpose

- Establish a framework for FY2025 Budget
- Set budget priorities and parameters
- Emphasize importance of using the CIP as a strategic financing and project planning tool
- Consideration of long-term recurring operating costs when adding new Capital Projects
- Consideration of debt affordability
- Reevaluate the current property tax rate



Budget Framework



Re-affirm Core Services.



Establish the Property Tax Rate for FY2025.



Examine the need for new Capital Projects.



Examine the funding strategy for Capital Projects Fund and Equipment Acquisition and Replacement Fund.

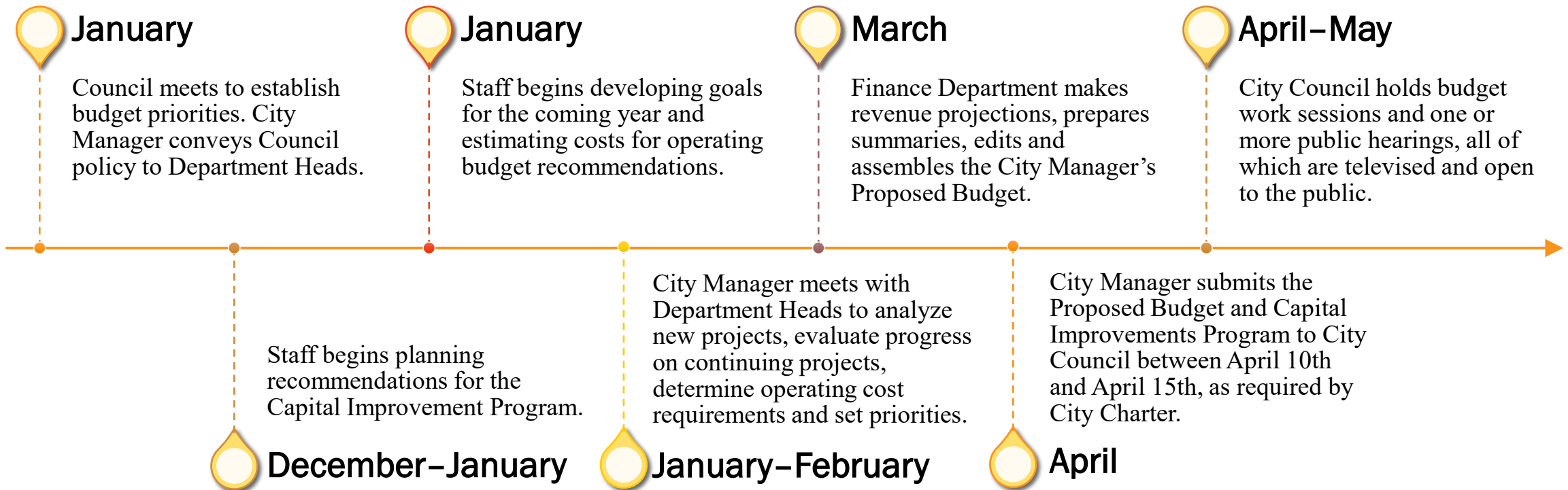


Establish new Water and Sewer Rates.

Current Threats

- Human Capital
- Supply Chain
- Inflation Cost
- Declining Intergovernmental Revenues

Budget Development Schedule



FISCAL POLICIES

Fiscal Policies

- Capital Financing
- Debt Management
- Fund Balance
- Revenues and Expenditures
- Capital Projects



The City will not use long-term borrowing to finance current operations or normal maintenance expenses.



City will maintain a high reliance on pay-as-you-go financing for its capital improvements.



Issue debt for major projects included in the Capital Project Program.

Capital Financing

Debt Management



All debt issued will be repaid within a period not to exceed the expected useful life of the improvements financed by debt.



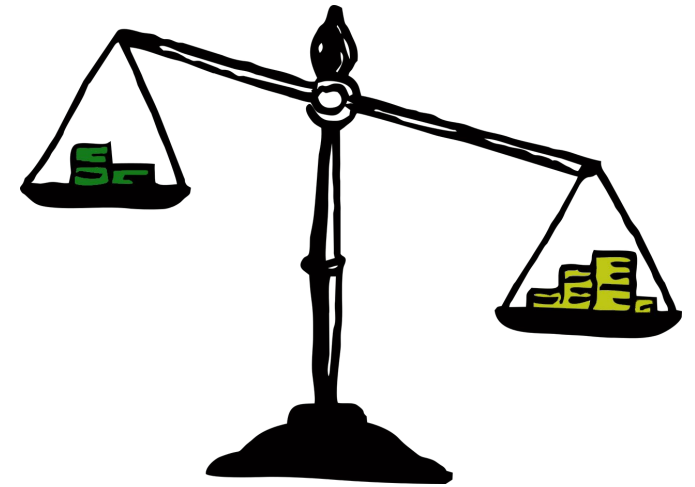
The City will maintain its tax-supported bonded debt at a level not to exceed 0.8 percent of the assessed valuation of taxable property within the City.



The ratio of debt service expenditures as a percent of General Fund revenues shall not exceed 10 percent.

Fund Balance

- The City will maintain a fund balance in the General Fund and the Water and Sewer Fund at a level not less than 25 percent of annual expenditures.
- To the extent that fund balance in the General Fund exceeds the 25 percent level, the City will draw upon the fund balance to provide pay-as-you-go financing for capital projects or for other one-time capital items.



General Fund Balance

Last Ten Years

(in Millions)



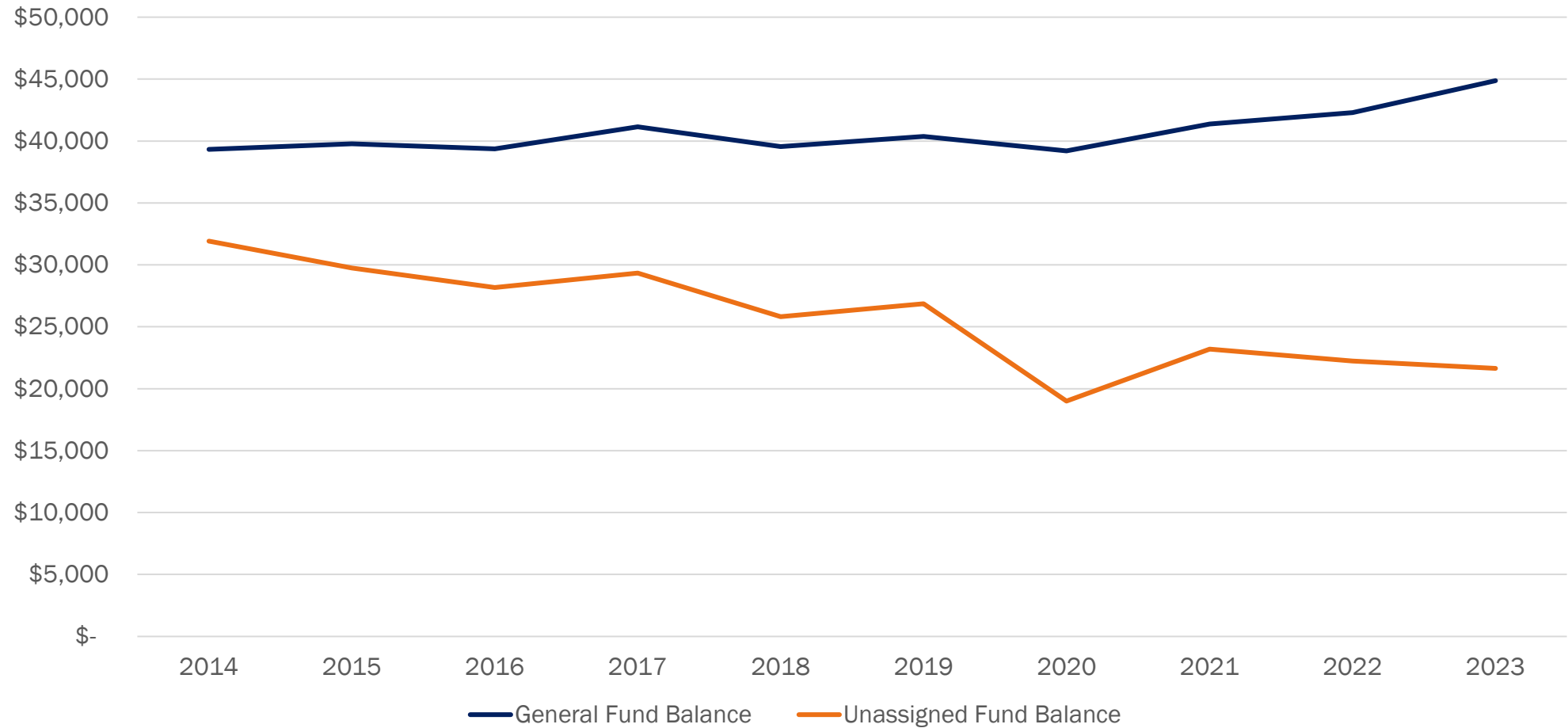
Unassigned Fund Balance

Last Ten Years



General Fund Balance VS. Unassigned Fund Balance

(in thousands)



Fund Balance Policy

The City council adopted a policy to maintain the General Fund's fund balance at a level no lower than 25 percent of expenditures.

FY2023 General Fund Expenditures totaled \$59,774,936

FY2023 Ending Fund Balance totaled \$44,877,324

FY2023 Fund Balance percentage of expenditures were 75 percent.

Revenue and Expenditures

The City will strive to adopt an annual General Fund budget in which recurring expenditures do not exceed recurring revenues.

A five-year projection of revenues and expenditures for the General and Water and Sewer Fund will be prepared each fiscal year to provide a long-range, strategic perspective for the annual budget process.

On an annual basis the City will set rates for the Water and Sewer Fund at levels which provide for self-sufficiency.

One-time nonrecurring revenues shall be used for financing capital projects. Examples of one-time revenues include, but are not limited to: proceeds from the sale of surplus property, capital grants and other infrequent, nonrecurring revenues.

The use of one-time revenues for financing ongoing operating expenditures is strongly discouraged.

Capital Project Hierarchy

Capital projects will be approved in the following order:

Mandates from Federal, State, and County governments.



Improvements to City amenities that promote health and wellness.



Restoration of aging infrastructure and buildings.



New Projects.

Capital Project Spending

➤ Set Priorities

- *EPA – Chesapeake Bay*
- *Special Taxing Districts*
- *Water Pipe Recapitalization*
- *Facilities Preventive Maintenance*
- *Ice Arena/Basketball Courts/Golf Course*
- *Set Moratorium on new projects*

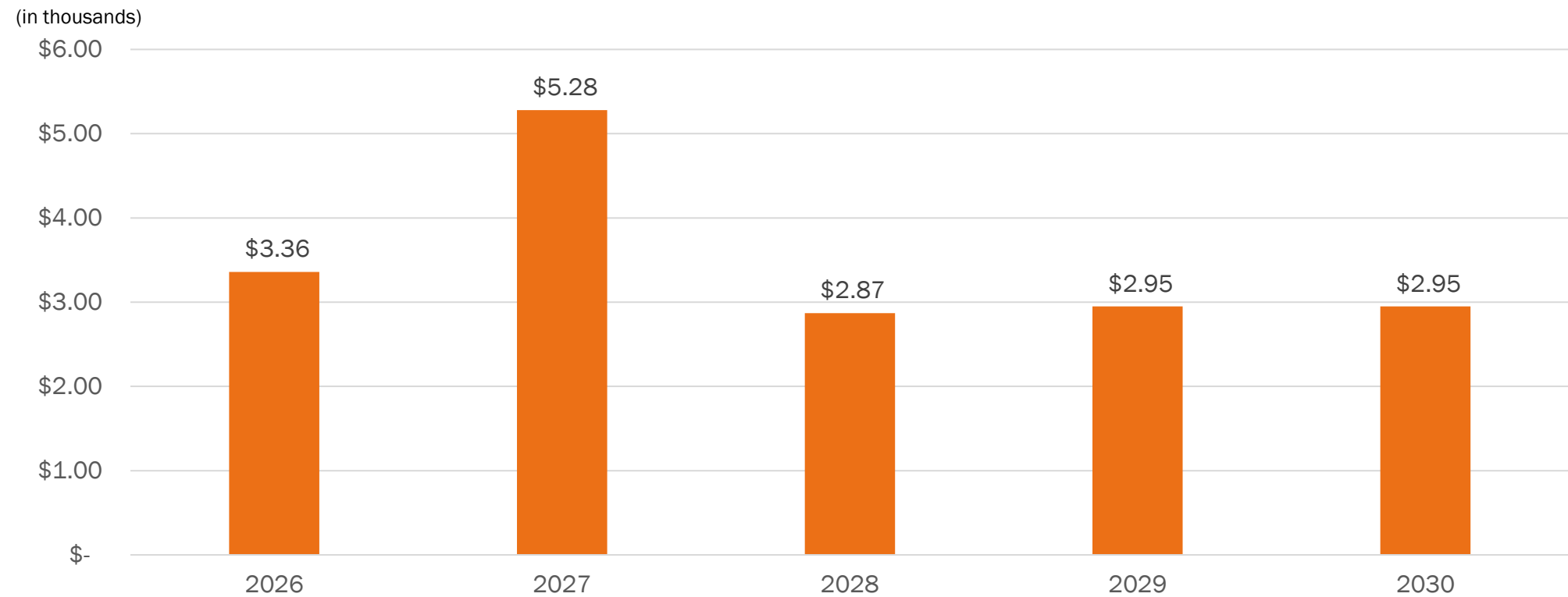
➤ Project Cancellations

- *Cost/benefit approach*

➤ Funding

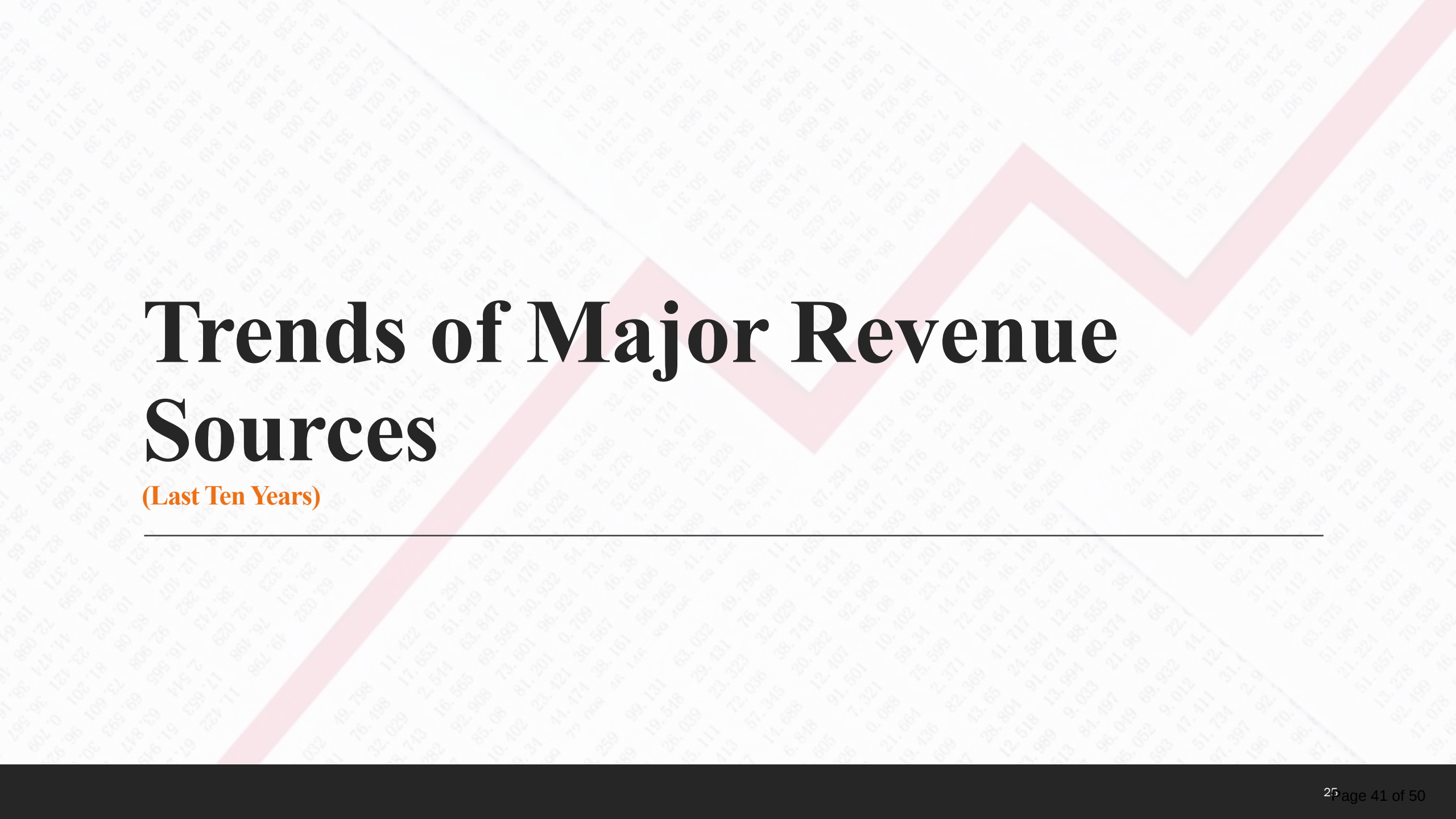
- *PAYGO (Pay as you go)*
- *General obligation bonds*
- *Federal and State Grants*
- *Transfers from the General Fund*
- *M-NCPPC*
- *Prince George's County*

Scheduled CIP Transfers from the General Fund



TRANSFERS FROM THE GENERAL
FUND FOR CAPITAL
IMPROVEMENT PROJECTS
ARE NOT SUSTAINABLE.





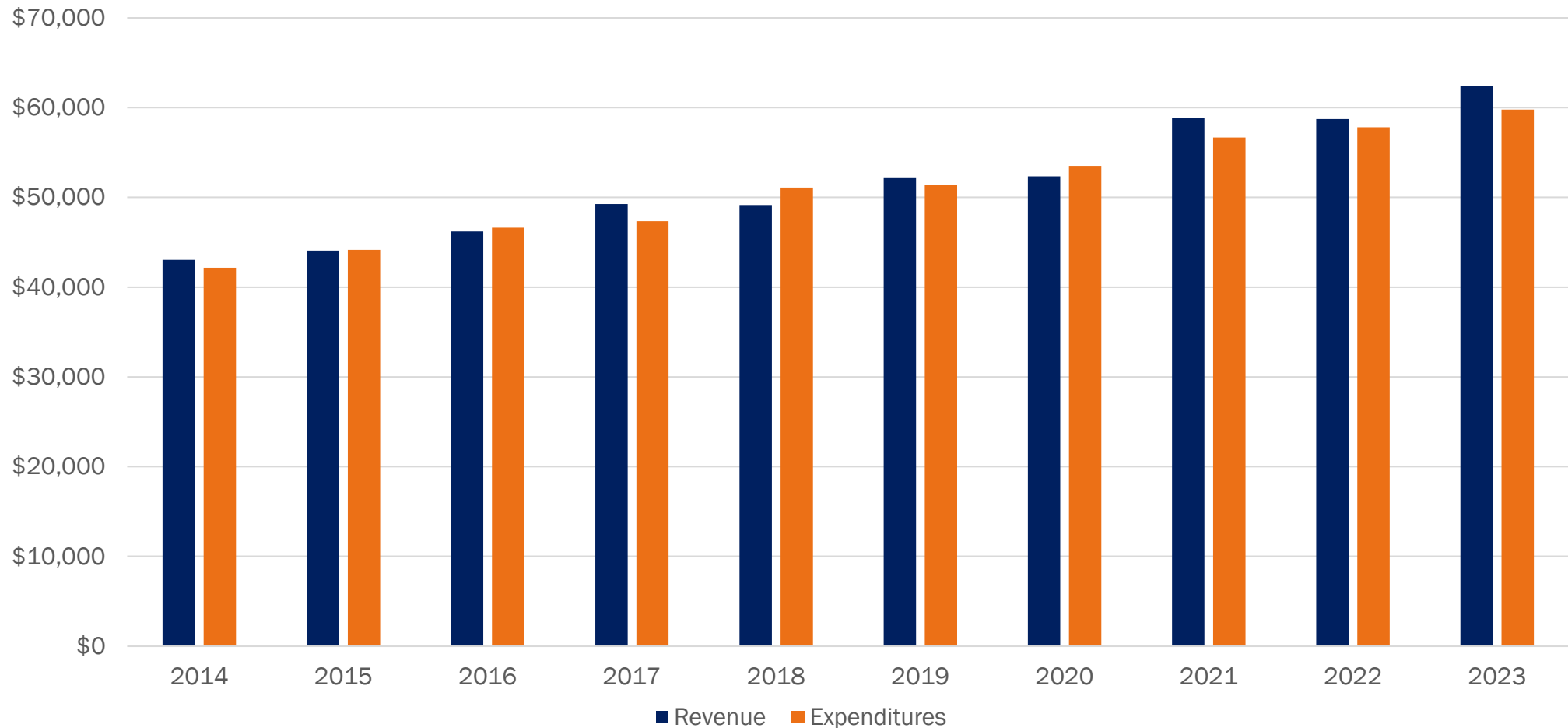
Trends of Major Revenue Sources

(Last Ten Years)

General Fund - Revenues and Expenditures

Last Ten Years

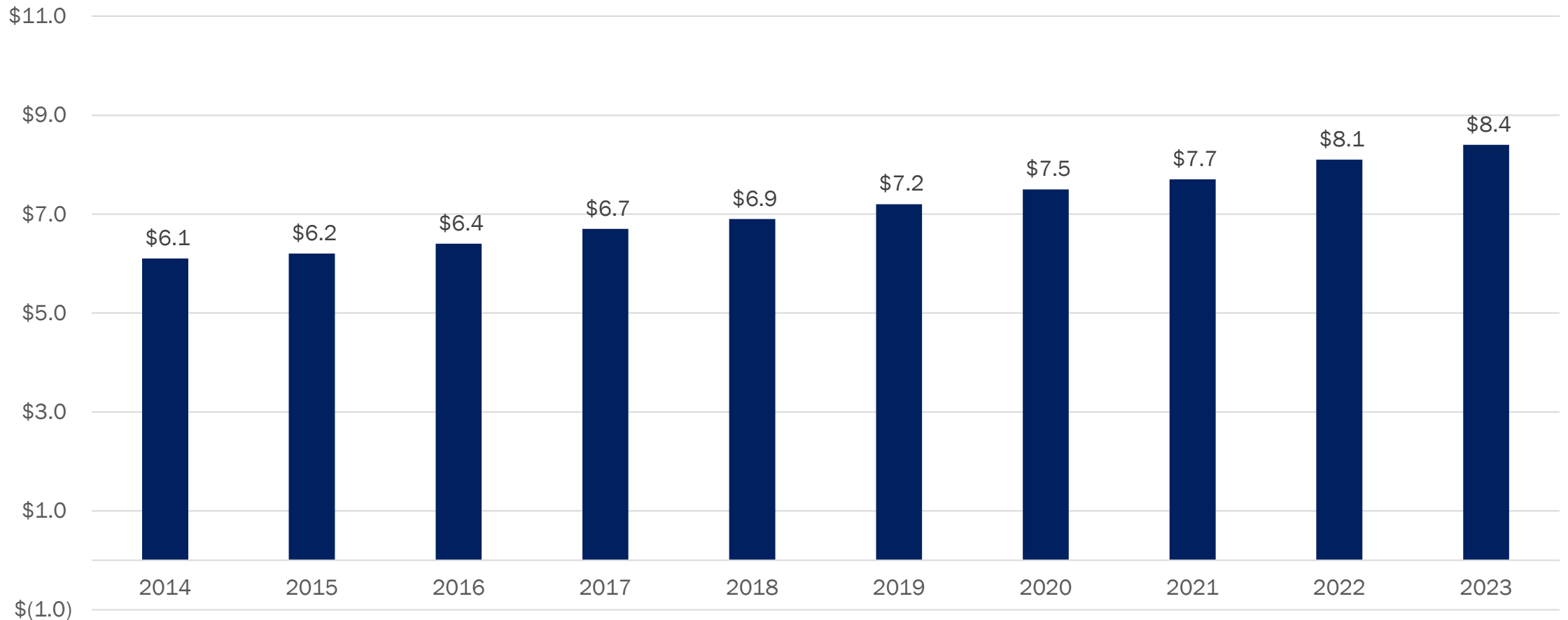
(in Millions)



Assessed Value of Taxable Property

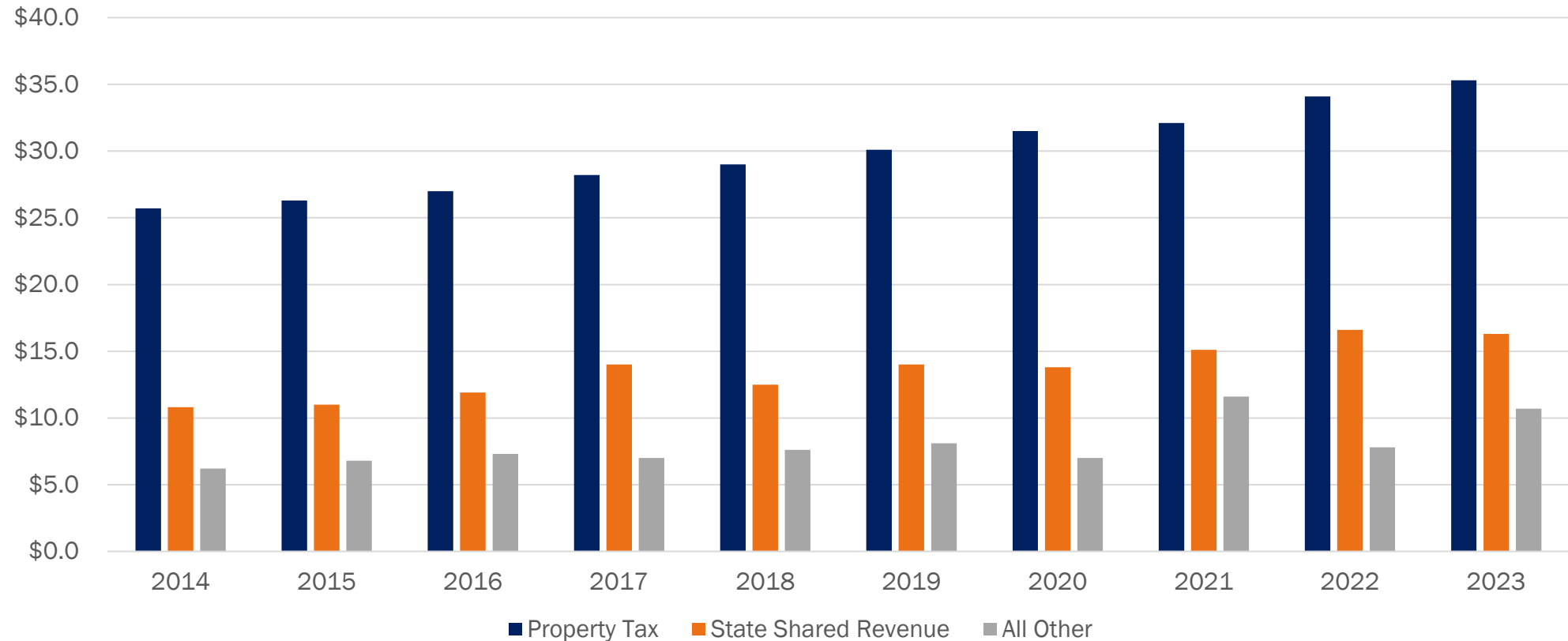
Last Ten Years

(in Billions)



General Fund Major Revenue Categories

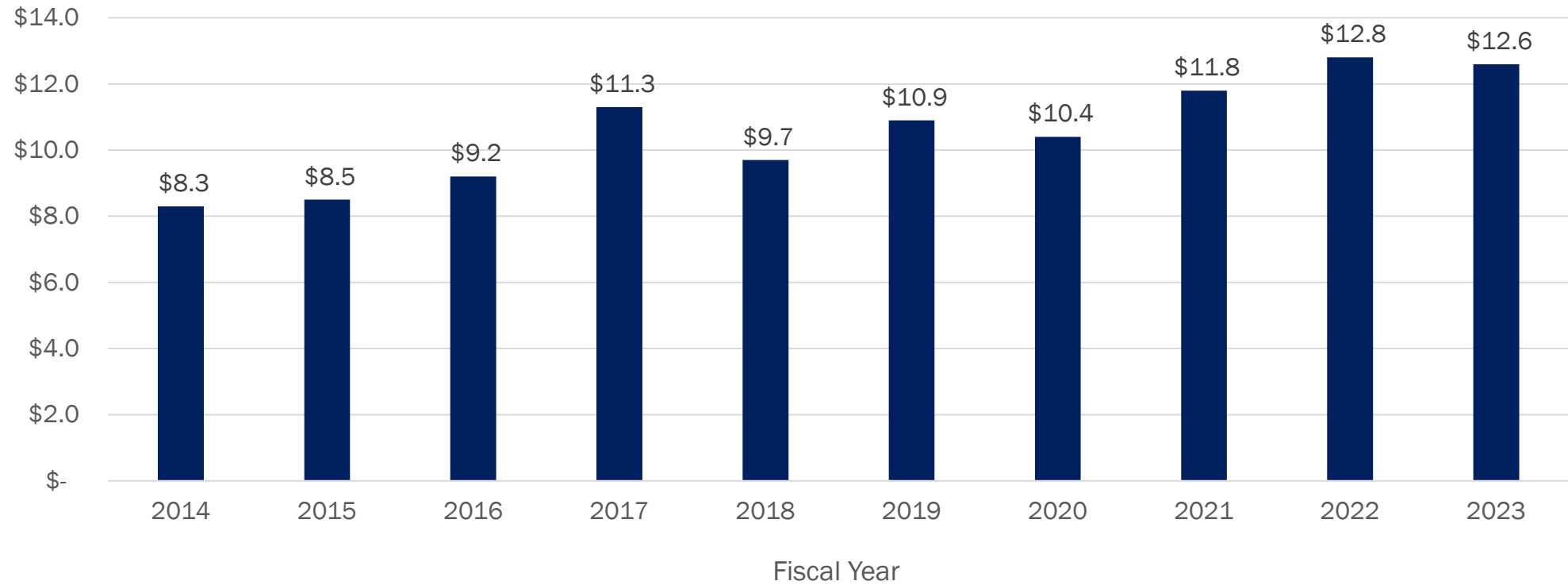
(in Millions)



Income Taxes

Last Ten Years

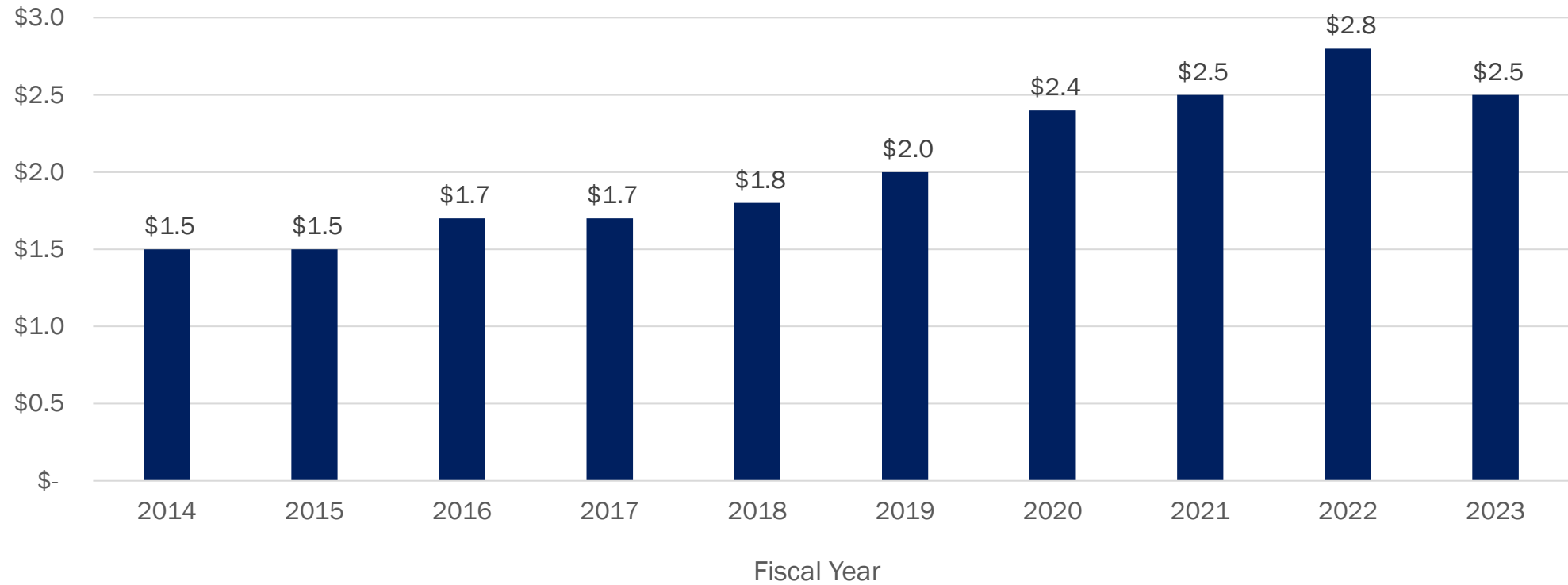
(in Millions)



Highway User Revenue

Last Ten Years

(in Millions)



Revenue from Speed Camera Infractions

Last Ten Years



Budget Guidance

The City's financial position is strong, as demonstrated by affirmation of the City's Aaa rating from Moody's, AAA Standard and Poor's, and AAA Fitch Ratings. General Fund Balance and Unassigned Fund as a percentage of General Fund Expenditures.

- General Fund - Fund Balance
\$44,877,324 75%

- Unassigned Fund Balance
\$21,645,711 36%

Audited financial statement as of June 30, 2023

Percentage of current expenditures

Questions and Comments

A thin vertical line is positioned to the right of the text, extending from the top of the word 'Questions' down to the bottom of the word 'Comments'.



Memorandum

TO: City Council

FROM: Alfred Lott, City Manager

SUBJECT: Discussion of the Size of the Public Safety Committee

DATE: 12/28/2023

This item was re-added to the agenda per the request of Councilmember Estève. Previously on the October 23, 2023 agenda. Council will discuss considering growing the committee size to include a more diverse set of relevant professional experience to the committee's membership.

ATTACHMENTS: None